



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Vacancy Open Date: 03/12/2015

Vacancy Close Date: 03/12/2016

Primary POC: ODNI Recruitment Team B; Recruitment_TeamB@dni.gov; 703-275-3811

Mission Category: Enterprise Management & Support

Position Title: Investigator - 27511

Position Grade: GS-14

Additional Grades Considered: Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Location: Reston, VA

Travel Percentage: 0-25%

Tour Length: 24 months

Reimbursable Position: Reimbursable

Security Clearance Required: TOP SECRET//SCI

Polygraph Level Required: CI

Duty Description

Component Mission:

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the DNI has authority and responsibility.



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Major Duties and Responsibilities:

- Initiate, plan, and conduct inquiries into possible violations of laws, rules and regulations, mismanagement, fraud, gross waste of funds, and abuse of authority within the Office of the Director of National Intelligence (ODNI) and outside the ODNI if the violation relates to the Intelligence Community (IC) at-large and falls within the Director of National Intelligence's (DNI) authorities and responsibilities.
- Plan and guide the development and implementation of investigative plans for the most complex investigations and projects by framing the allegation(s), determining elements of proof, and identifying investigative tasks.
- Plan, develop, and implement strategies for gathering and analyzing information and/or evidence, to include interviewing key individuals, administering warnings, oaths, or affirmations, collecting and analyzing high volumes of information, maintaining the chain of custody for evidence, and drafting and serving subpoenas.
- Plan and implement initiatives to identify and make recommendations to ODNI and IC senior leaders regarding actions they should take to address violations of law, regulations, and other serious problems, abuses, or deficiencies.
- Plan, develop, and present written documents that include reports of investigation and memoranda to management, and also develop and present oral briefings for senior leaders regarding findings and the status of complex or sensitive investigations.
- Monitor and assess the progress of corrective measures taken by senior ODNI and IC leadership, and provide substantive advice and innovative solutions to senior officials regarding the implementation of recommendations.
- Provide senior ODNI and IC leadership with advice and counsel on the development of ODNI policies that are designed to prevent and detect violations of laws, rules and regulations and fraud and abuse.
- Develop and present briefings that keep the DNI fully informed of fraud and other serious problems, abuses, and deficiencies relating to the administration of ODNI's programs.
- Plan and conduct investigations of complaints and other information indicating possible abuse of civil liberties and privacy in the administration of ODNI's programs and operations, as referred by the Civil Liberties Protection Officer.
- Assist and cooperate with the Department of Justice and other Federal agencies in investigating alleged violations of criminal law involving ODNI programs, operations or employees, in coordination with ODNI's Office of the General Counsel.



Minimum Qualifications Required

- Extensive knowledge of and experience in the ODNI, Intelligence Community, and OIG mission and responsibilities.
- Demonstrated ability to lead an investigative team, develop investigation plans, conduct highly complex investigation projects, and write reports to substantiate findings.
- Demonstrated ability to exercise sound judgment and form objective conclusions/recommendations based on empirical facts, evidence, and other pertinent information.
- Demonstrated analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, and develop recommendations based on qualitative and quantitative data.
- Demonstrated ability to examine information, identify problems, uncover root causes, develop findings and leads, and make cogent, actionable recommendations.
- Demonstrated interpersonal and negotiation skills, including ability to interview, negotiate, brief senior officials, and work effectively, independently, and in a team or collaborative environment.
- Demonstrated oral and written communication skills and a demonstrated ability to produce clear and logical reports.
- Experience: Four years' experience serving as an IG Investigator, and/or eight years relevant professional experience required.
- Education: Bachelor's Degree in any relevant discipline.

Conditions

Application Details

In accordance with ICD 660, this detail qualifies as an IC Civilian Joint Duty Assignment (JDA) and you may apply for Joint Duty credit upon successful completion of the assignment.

This is a 2-year detail assignment, with an option to extend an additional year if all parties agree.



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The selected candidate will be detailed to the position at his or her current grade and salary.

This vacancy will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.

Other Comments

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. If you need reasonable accommodation for any part of the application process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION BELOW.**

How to Apply

To Apply to This Position

Employees must obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

If the employing element nominates an employee for the joint duty detail assignment, it will notify that employee and the Joint Duty Program Manager will forward the application package to an appropriate official of the gaining element.

Any application submitted directly by an IC employee to the gaining element will not be considered.



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Application Package

In accordance with ICS 601-01, all elements will accept a JDA application package that includes the items listed below. No additional written application, nomination, or procedural requirements will be imposed. The standard JDA application package includes:

- a. A brief (two-page limit) candidate resume or biographical summary;
- b. A short narrative describing the applicant's qualifications (general and specific) for the joint duty assignment; and
- c. An employing element nomination/endorsement.